Employee Facility Orientation Checklist (Workshop)

OEPS

DOCUMENT NUMBER	CLASSIFICATION	DOCUMENT LEVEL	REVISION NUMBER	ISSUE DATE	PREPARED BY	APPROVAL
GL-WFT-OEPS-L3-12.01	CONTROLLED	5	0	27 FEB 2019	TECHNICAL ADVISORY COMMITTEE	OEP APPROVAL BOARD

Employee Information

Name: ANUS AHMAD SHAIK	Employee Number: E199438
Product Line/Facility: ISDT	Short-Service Employee (SSE)? Yes □ No □
Location (City/Country): KUWAIT	Transferred Employee? Yes □ No □
Position: TECH-III	Start Date:

Orientation Guidelines

1. The Facility Orientation Checklist (Workshop) applies to all new Weatherford employees as well as employees who have transferred from other departments or business segments, regardless of level who may conduct activities in the workshop.
2. The front line supervisor is responsible for conducting this orientation properly and thoroughly.
3. The front line supervisor must conduct a facility tour in conjunction with this checklist.
4. The facility orientation and compliance training must be conducted before the employee begins **ANY** work at Weatherford.
5. If an orientation category does not apply to the transferred or SSE employee's job roles and responsibilities, write "N/A" in the "Completed" column and provide a valid reason in the comments section at the end of the form.
6. Once the facility orientation is complete, the supervisor must upload this document into the employee's WCAP profile.

General Requirements: Roles and Responsibilities	Guidance	Completed
Verify that the employee has completed RightStart.	- *Computer-based training (CBT) is automatically assigned.*	✓
Verify the employee has been formally assigned a mentor.	- *The employee's mentor must sign this form as an acknowledgment before it is uploaded.*	✓
Explain the purpose of scheduled safety meetings and the need to participate in them.	- *When and where the meetings are held.*	✓
Confirm the employee understands that additional QHSE training is required, including any local or geography-related training.	- *Additional training is required for the area. Seek guidance from QHSE and HR representatives as required.*	✓
Confirm the employee understands how to report hazards, unsafe work practices, and conditions.	- *Specify how to report hazards and who to inform.* - *Stop Work Authority (SWA) is an obligation for all employees.*	✓
Confirm the employee understands that all injuries, near misses, driving incidents, property damage, and security incidents are to be reported to his/her supervisor immediately.	- *Ensure the employee knows who must be notified and how quickly.*	✓
Issue the appropriate Personal Protective Equipment (PPE) according to the work the employee will perform, and ensure he/she knows how and when to wear it.	- *The manager needs to ensure the employee understands how to use, clean, and maintain all PPE issued.* - *Eye and hearing protection, hard hats, clothing, footwear, gloves.* - *Any specialized PPE which may be required for specific tasks as identified by TWI's/TRA's or legal requirements.*	✓
Ensure occupational health aspects are discussed and potential exposure is assessed and understood.	- *Occupational exposure monitoring may be required for employees involved in; welding, extensive painting, work with mercury, work with ionizing radiation, exposure to silica dust, regular exposure to high noise areas, exposure to H2S up to regulatory limits, phosphating, chlorinating. Any additions required by local regulation.* - *Discuss the importance of managing fatigue, heat stress, vibrating equipment, and ergonomics.*	✓
Verify that SWA and "Rules to Live By" cards have been issued to the employee and that he/she understands their purpose.	- *Employees should carry these cards with them at all times.*	✓

General Requirements (Continued)	Guidance	Completed
Explain Job Hazard Analysis (JHA), Toolbox Talks, Take 5, and RADAR cards.	- *Review when a JHA is required and the employee's expectation to participate.* - *Review when toolbox talks take place.* - *Review the Take 5 expectations.* - *Show where to find and how to submit RADAR cards.*	✓
Describe the expectations surrounding Standard Operating Procedures (SOP) and Technical Work Instructions (TWI).	- *Detail how the employee is to find and use SOP's and TWI's in their job function.*	✓
Ensure the manager responsible for the employee has assigned the appropriate competencies and training applicable to the employee's job.	- *How to use WCAP.*	✓
Discuss any customer orientations that are required as part of the employee's job and confirm that they have been assigned.	- *Certain customers require additional orientations.*	✓
Show the employee how to access MSDS Online and how to read a Safety Data Sheet (SDS).	- *Ensure the employee knows where to locate the information on the MSDS/SDS sheet.*	✓
Site-Specific Information	**Guidance**	**Completed**
Verify that the facility induction presentation has been completed.	- *The facility induction is specific to the location and is an additional requirement for this orientation*	✓
Review the Emergency Response Plan (ERP) including evacuation route and muster points, spill response, security protocols, inclement weather, shelter in place, emergency contact numbers, first aid, and the location's fire wardens.	- *Review the posted plan and physically show them where to go.*	✓
Point out approved walking routes and safe paths of travel.	- *Specifically, show where PPE is and is not required.*	✓
Show the location of emergency equipment including first aid kits, eyewash stations, chemical showers, alarms, fire extinguishers, and spill kits.	- *The facility map is the reference tool.*	✓
Identify restricted access, high hazard, and chemical areas.	- *Physically show restricted areas like pressure testing and hazardous chemical areas.*	✓
Show the employee the appropriate waste disposal areas.	- *Waste disposal and segregation areas.*	✓
Show the employee where the storage areas are for flammable materials.	- *Gas, diesel, welding gas storage.*	✓
Identify the location of original equipment manufacturer manuals.	- *An example is a forklift manual.*	✓
Ensure the employee knows where the facility communication board(s) are.	- *Each facility should have a central location where HSE, HR, and other employee-relevant materials are posted.*	✓
Review facility-specific procedures including cell phone use, breaks, work hours, and security protocols.	- *Any facility-established rules.*	✓
Discuss any facility-specific environmental objectives and initiatives.	- *An example is minimizing electrical usage by shutting off all lights.*	✓
Describe lifting procedures and show the employee where to find lifting plans.	- *Any crane or hoist must have a written plan.*	✓

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Site-Specific Hazard Review		Guidance	Completed
	PEOPLE	- *Third-party employees, SSE, public, and coworkers.*	✓
	GRAVITY/FALLS	- *Falling objects, overhead crane use, dropped object program, tripping, and falling.*	✓
	EQUIPMENT	- *Rotating equipment, compressed springs, drive belts, conveyors, and motors.*	✓
	MOTION/MOVEMENT	- *Vehicle, vessel, or equipment movement; flowing water or wind; body positioning when lifting, straining or bending.*	✓
	ELECTRICITY	- *Power lines, transformers, static charges, lighting, energized equipment, wiring, and batteries.*	✓
	ENVIRONMENTAL	- *Water impacts, land impacts, waste disposal, and electricity usage.*	✓
	BIOLOGICAL	- *Animals, bacteria, viruses, insects, bloodborne pathogens, and contaminated water.*	✓
	TEMPERATURE	- *Open flame, ignition sources, hot or cold surfaces, liquids or gases, steam, friction, and general environmental and weather conditions.*	✓
	PRESSURE	- *Pressure piping, compressed cylinders, control lines, vessels, tanks, hoses, and pneumatic and hydraulic equipment.*	✓
	NOISE AND VIBRATION	- *Equipment noise, impact noise, vibration, high-pressure release, and the impact of noise to communication.*	✓
	HAZARDOUS SUBSTANCES	- *Lighting issues, welding arcs, solar rays, microwaves, lasers, NORM, chemicals, H2S, flammable vapors, reactive hazards, carcinogens, and toxins.*	✓
	MECHANICAL	- *Hand and finger, lock out/tag out, machine guarding, and barricades.*	✓

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Service Quality and Service Delivery	Guidance	Completed
Review the OEPS Policy with the employee and confirm that he/she knows where to find it.	- *The OEPS Policy should be displayed in a central location in the facility.* - *The OEPS Policy may also be found on OEPS online.*	✓
Ensure the employee is familiar with the WPTS system, and demonstrate how it is used.	- *Employees should be familiar with how to use WPTS, specifically, for RADAR card entry.* - *If their position requires additional inputs, demonstrate the process.*	✓
Fleet Safety	**Guidance**	**Completed**
Review the Journey Management Process.	- *Journey Management Process is required for all journeys over a certain distance. Review with your geozone QHSE representative if you do not know.*	✓
Determine if the new employee has been identified as a company sanctioned driver.	- *Will the employee drive for Weatherford in any capacity?*	✓
Create a driver file for the employee.	- *Once identified, the file should be created by the management team based on geozone requirements.*	✓
Assign geography-specific driver training to the employee.	- *Driver training is auto-assigned through the Learning Management System.*	✓
Have the employee review any applicable company sanctioned driver documentation.	- *Specific acknowledgment documentation is required before the employee is allowed to drive a company vehicle.*	✓

Acknowledgment	Name	Signature	Date
Front Line Supervisor:	PRADEEP THATHANATH		23/12/19
Mentor (if applicable):			
Employee:	ANUS AHMAD SHAIK	Anus ahmad	23/12/19

Additional Comments:

Document Change Record

Revision Number	Effective Date	Responsible	Parts Affected	Change Description
0	27 Feb 2019	OEP Approval Board	All	First release. Refer to GL-WFT-OEPS-L3-12 Induction and Training.